



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for
Human Services

March 17, 2020

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES
ATTENTION: Child Support Managers and Supervisors

SUBJECT: INFORMATION: Interstate Administrative Subpoena & Interstate Notice of Lien

The federal Office of Management and Budget (OMB) approved revisions to the DSS-4700 (Interstate Administrative Subpoena) and the DSS-4701 (Interstate Notice of Lien). These documents are used in intergovernmental case processing.

Effective Friday, March 20, 2020, there will be a new procedure for generating these documents. They will no longer be available in the Automated Collection and Tracking System (ACTS) and will be removed from the document generation menu.

To generate these documents:

1. Create the corresponding worker-generated case event for the document in ACTS by going to 03.05 and pressing F6.
 - DSS-4700 Administrative Subpoena *ADSP event*
 - DSS-4701 Notice of Lien *LLEN event*
2. Go to SharePoint to complete and print the document which is stored as a fillable PDF. The documents can be found in SharePoint by clicking "Forms and Documents" on the Quick Launch bar; then click on the "Intergovernmental Forms and Documents" page link.

If you have any questions, please contact the Policy and Training Unit at (919) 855-4755 or your Regional Program Representative.

Sincerely,

Carla L. West, Section Chief
Child Support Services

cc: Regional Program Representatives
CSS_20_15

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • CHILD SUPPORT SERVICES

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